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**1992 WORKPLAN**  
**FOR THE**  
**OFFICE OF HEALTH**

**DPE-5929-C-00-0049-00**

**SUBMITTED BY:**

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**DATE:**

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## Introduction

The purpose of this contract is to provide the Bureau of Research and Development, Office of Health (R&D/H) with technical assistance and support services related to the design, development and implementation, monitoring, and evaluation of projects and programs that assist developing countries and to provide essential health, child survival and AIDS services and resources which are currently unavailable to R&D/H.

The contract began September 14, 1990 and will end September 13, 1992 though a third year option exists and is in the process of being exercised. Originally designed as a six person operation to primarily support the functions of the front office within the Office of Health, the contract was expanded considerably when the Office of Health established within their organization a subunit and Atlantic Resources Corporation (ARC) was given the responsibility of providing support services for this sub-unit. This expanded ARC's mandate not so much in areas of responsibility as in quantity of assignments. The staff eventually increased from six persons to the most recent and highest level, of fourteen individuals. Along the way, there were other extenuating circumstances that helped to define the character of the contract. When the Office of Health was faced with staff reductions that forced those in administrative/clerical positions to be reassigned, ARC was asked to temporarily fill-in. These part-time, intermittent positions are included in the fourteen staff members performing under the contract. Four individuals fall into the latter category; they are not full-time employees and are considered temporary help. It is anticipated that in this next contract year there will be a resolution of their status.

The contract covers a broad and all encompassing range of activities. The hallmark of the contract has been its great flexibility, and the range of its scope. The 1992 workplan is a combination of work in progress, proactive ideas from the ARC staff and R&D/H staff. ARC has worked closely with R&D's Office of Health to develop this plan which includes 50 activities at an estimated yearly cost of \$480,000.

The format of this report is as follows: chapters are divided into categories detailed under the contract's scope of work and uses definitions taken from the contract. A brief description summarizes highlights that have been achieved to date as well as those anticipated in the next year. Following this, individual activity sheets outline the range of duties conducted under the broad categories. The appendix lists each of the specific activity sheets and the chapter that they can be found in.

This workplan describes how the ARC team will work toward achieving stated objectives during the second year of the contract. In many cases where activities have been implemented, they will be continued throughout the life of the contract. In that sense it is not expected that the variety of activities will increase. Rather it is expected that having been through one year, this next year's projected activities will be anticipated. Using the tools created to accomplish these functions, this coming year will focus on achieving these goals with the emphasis on quality and continuity.

# Implementation Support

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*The Contractor shall provide technical advisory services and activities which are designed to improve the management and implementation of ongoing projects and programs. The Contractor shall prepare papers; organize seminars, support conferences or workshops; sponsor travel of consultants; collect and analyze data; procure technical reference material; conduct literature searches; perform technical administrative, and financial analyses; and provide administrative logistic and technical support for the implementation of projects and sub-projects.*

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Atlantic Resources Cooperation (ARC) has provided project and program support for four major project areas within the Regional Support and Coordination Unit (RSCU) of the Health Office. This has included administrative, logistic and technical support for the Orphans' and Displaced Children's Fund, The War Victims Fund, Regional Coordination and for Human Resources.

The support provided for the Orphans' and Displaced Children's Fund and for the War Victims Fund is similar in nature and will therefore be covered collectively. This support includes general back stopping of the two funds at all times, all tasks requested by the responsible Project Officer plus overall project management when the Project Officer is not available. Required information is collected and necessary research is carried out in support of both funds. The coordination of project proposals by ARC includes solicitation and review of proposals, participation in the selection process and preparation of supporting documentation. General project support and monitoring is provided for on-going activities. Cables are drafted including worldwide cables soliciting Mission interest in these Funds and evaluation cables.

Responses are prepared to cable, fax and phone messages and requests from Missions. Contact and coordination of activities with Private Voluntary Organizations (PVO) interested in these two funds is carried out as an on-going part of project support.

ARC arranges for meetings both at the R&D/Health offices and off-site with other government organizations and private groups. This can include all arrangements and preparations including space, materials, agendas and food. Meetings are frequently attended by ARC staff. The House Select Committee on Hunger hearings on Street Children were attended by and reported on by ARC staff as were meetings with Private Voluntary Organizations such as Childhope, Holt International, World Vision, and The Prosthetics Research Foundation.

ARC contributes to reports upon request. This can include research, the preparation of an initial draft plus all follow-up activities leading to the finished report. A required Report to Congress for each of the Funds is prepared annually.

General support is provided for assessment and evaluation trips related to the two funds. In December 1991, assistance was provided for an assessment trip to Ethiopia. This included preparation of materials and assistance with trip planning, back-up and support while the team was in the field, and completion of trip activities including preparation of a trip report and contractual follow-up with local consultants in Ethiopia. Arrangements for a similar trip to Vietnam, now scheduled for early March has been on-going for several months. A consultant with Child Welfare expertise and previous Vietnam experience has been located, preparations for a team planning meeting are complete and all required trip support is being provided.

RSCU was tasked with regional coordination in the Fall of 1991. ARC has provided general support as this new task developed through a number of planning meetings and stages. During this process the unit became the Regional Support Coordination Unit for R&D/Health. ARC assisted in this process by arranging for planning meetings, preparing and distributing materials, compiling lists of countries and backstop officers. ARC now maintains an up to date list of backstop officers, prepares and distributes materials and provides all assistance required to facilitate this regional coordination function. Trip support for an assessment by the Regional Coordinator for Africa to Nigeria was provided in November which included preparation and distribution of materials, and pre trip planning and arrangements. Follow-up activities included preparation of an assessment report and cataloging of trip documentation.

ARC provides general support for the Human Resource Coordinator. This includes responding to employment requests, coding skill areas and the maintenance of a personnel data base. Appointments for TDY personnel are arranged and schedules are distributed. Orientation materials are collected and prepared for specific programs including AAAS Fellows and TAACS. The participation of R&D/Health in the New Entry Training program, the selection of a presenter and the preparation of materials, is coordinated by ARC. Personnel lists are maintained which include a general R&D/H mailing list, Mission Directors list, HPN overseas list, and an A.I.D. Washington health contact list.

General coordination and support is provided for the Office of Health in a number of other less project specific activities. These activities include Donor Coordination, Congressional Requests, the Information Center, and other *ad hoc* requests.

Donor coordination with both bilateral and multilateral agencies is a task of ARC. This involves research on issues and agencies, the maintenance of a donor contact list for bilateral donor agencies, preparation for meetings and the coordination of issues papers and talking points when requested for meetings of the Administrator (A/AID), Assistant Administrator (AA/R&D), or R&D/H Director. Coordination with multilateral donor agencies has focused on UNICEF and the World Health Organization (WHO). General support is provided for annual meetings between R&D/H staff and staff of UNICEF and WHO in Washington. This has included all planning arrangements, preparation of materials, food service and follow up report writing. ARC has prepared materials for R&D/H World Summit on Children follow up meetings and reports and has prepared draft materials for A.I.D. response to WHO meetings in Africa.

ARC is responsible for assisting with the coordination of responses to requests from Congress. This includes the annual updating of the Briefing Book and periodic coordination and writing of Questions and Answers (Q&As). Requests for Q&As are sent to the appropriate R&D/H staff member with previous responses or ARC may be asked to write the Q&A. Responses must be formatted and submitted for clearance, frequently on short notice.

The Information Resource Center has been established and will be maintained. This center serves as an information arm of the Office of Health. Materials are sent to the Center from all divisions, are catalogued and filed for easy retrieval. Orientation materials and project documentation are also catalogued and filed.

The nature of the above tasks may change with a specific request but in general the support and backstop activities performed by ARC are all on-going. Project support and back stopping for the four major project areas discussed above will continue and the specific tasks will be determined by developments within each project area. Donor coordination, coordination of congressional requests and maintenance of the Information Resource Center will all continue with additional tasks assigned to ARC as necessary. In addition to the above activities assistance may be requested in new areas at any time.

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 1-1

**TITLE OF ACTIVITY** *Street Children Hearing*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Ashton Douglass*

**AUDIENCE** *Select Committee for Hunger*

**BEGIN DATE** *11/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Compiled, prepared briefing material for Director of the Office of Health and AID/Legislative Affairs related to street children issue raised by House Select Committee on Hunger. Attended hearing, reported on proceedings. Other hearings to take place as need arises; next hearing requiring preparation is anticipated to be related to orphans with AIDS.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 1-2

**TITLE OF ACTIVITY** *Assessment Teams*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Ashton Douglass*

**AUDIENCE** *A.I.D. Staff*

**BEGIN DATE** *12/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Prepared materials, assisted with trip planning for assessment most recently to Ethiopia. Provided trip support and backup. Assisted with completion of trip activities, report, documentation and contractual follow up with local consultants. Funding from both Orphans and Prosthetics Earmarks. Activities to continue through the end of the contract with assessments anticipated to Vietnam, Mozambique, Guatemala, and Ethiopia.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 1-3

**TITLE OF ACTIVITY** *Information Resource Center*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Deborah Ashner*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *10/15/90*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*The Information Resources Center (IRC) serves as information arm of the front office. The IRC tracks and provides access to various publications via resource listings. The IRC also responds to general inquiries about international health and maintains orientation materials.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 1-4

**TITLE OF ACTIVITY** *Regional Coordination*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Ashton Douglass*

**AUDIENCE**

*3/14/91*

**BEGIN DATE**

*9/13/92*

**COMPLETION DATE**

**DESCRIPTION OF ACTIVITY**

*Compile individual country project descriptions and add fiscal data. Prepare materials, collect data in support of Regional Coordinators. Attend backstop meetings. Prepare individual country spreadsheets when required.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 1-5

**TITLE OF ACTIVITY** *UNICEF Meeting Coordination*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Ashton Douglass*

**AUDIENCE** *A.I.D., UNICEF*

**BEGIN DATE** *4/19/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Support for yearly meeting including planning agenda, obtaining materials, also issuing invitations, reserving room, setting-up, and handling all logistical details. More frequent meeting with UNICEF are anticipated.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 1-6

**TITLE OF ACTIVITY** *Fact Sheets*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Deborah Ashner*

**AUDIENCE** *General*

**BEGIN DATE** *3/92*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Concise written summaries of key international health issues that cover all major relevant points. Summaries are intended to provide users with sufficient knowledge about the issue at hand. Topics taken from 1992 briefing book papers. Initial papers done in December on International Health Rationale.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 1-7

**TITLE OF ACTIVITY** *TAACS Tracking System Development*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Tracy Groves*

**AUDIENCE**

*2/20/91*

**BEGIN DATE**

*9/13/92*

**COMPLETION DATE**

**DESCRIPTION OF ACTIVITY**

*Maintenance of the database used to record and report the Project Implementation Orders/Technical of the Technical Advisors in AIDS and Child Survival program .*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 1-8

**TITLE OF ACTIVITY** *HPN Offices Distribution List*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Tracy Groves*

**AUDIENCE** *Other R&D/Offices, HPN Offices*

**BEGIN DATE** *6/91*

**COMPLETION DATE** *9/13/92*

**DESCRIPTION OF ACTIVITY**

*Maintenance of the list of all A.I.D. Mission Directors and Health, Population & Nutrition Officers local and abroad.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 1-9

**TITLE OF ACTIVITY** *Orphans Support*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Ashton Douglass*

**AUDIENCE** *R&D/H, Bureaus, Missions*

**BEGIN DATE** *12/01/90*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Background research into the status of displaced children worldwide. Role of Private Voluntary Organizations to be examined specifically to determine what programs are offered to these children. Compilation of research into a yearly report. On-going evaluations are planned as needed.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 1-10

**TITLE OF ACTIVITY** *Donor Coordination*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Ashton Douglass*

**AUDIENCE** *R&D/H, Bilateral/Multilateral Health Agencies*

**BEGIN DATE** *12/01/90*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Develop and expand Office of Health's knowledge of bilateral and multilateral health sector programs and activities in developing countries. Topics include programs policies funding, issues, and problem structure and organization. Coordinate support for the Office of Health Representative to the World Health Assembly.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 1-11

**TITLE OF ACTIVITY** *New Entry Training*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Ashton Douglass*

**AUDIENCE** *New A.I.D. Staff*

**BEGIN DATE** *11/28/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Arrange for presenter from R&D/H to discuss health program with trainees. Prepare all material for presentation. Coordinate session with New Entry Training Coordinator. Sessions take place on a quarterly schedule.*

# Management Information Systems

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*The Contractor shall provide expertise in information systems management, such as systems analysis, design, programming, implementation and training. The Contractor shall obtain outside assistance, as needed, to perform maintenance, quality control or upgrading to the existing R&D/H MIS. The Contractor shall work directly with the Office of Health in maintenance of the MIS database and shall have equipment physically located within the Office of Health to be used by Contractor employees or non-direct hire personnel to facilitate R&D/H activities. The Contractor shall be responsible for the purchase, installation and maintenance of project related equipment, state-of-the-art computer hardware and software and related enhancements.*

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The Office of Health anticipates a continuing need for technical assistance in the following broad areas:

- Research, compilation and analysis of program funding trends;
- Training of staff on various aspects of the programming, budgeting and documentation processes;
- Procedures and reference materials covering a wide range of subjects and actions; and
- Review of current and proposed information systems to determine their usefulness for and/or impact on R&D/H programs and staff.

There has always been a need for the above types of activities. However, the need has probably never been greater than it is now. In addition the amount of A.I.D. staff time available for these activities is at an all time low.

### ***Research, Compilation and Analysis of Program Funding Trends***

The size and complexity of the budget of the Office of Health has increased dramatically over the past several years. Major new program areas, such as AIDS, child survival, orphans, and prosthetics, have been added. In addition, Congressional earmarks and Congressional- and agency-imposed targets have added to the amount of time devoted to monitoring current year funds and projecting future funding requirements. Little time is left over to do the research needed to compile and analyze past funding trends. Yet there is a need for the type of information that will allow comparisons of current and future funding needs with past budget levels. Although there are a number of Agency, Bureau and Office information systems in place to capture this data, it is scattered and usually not in the amount of detail or at a level to fit R&D/H needs. ARC will continue to provide technical assistance in this area through the use of a consultant familiar with the Agency's budget and accounting systems, organizational structure and health - related program funding.

### ***Staff Training***

The increase in funding and program areas mentioned above has also made it necessary for the Office to bring on board an increased number of staff with no prior experience in USAID. The Office has also increased the number of positions for Program Operations Assistants to assist in the preparation and processing of budget, funding and program documents. Training of staff at various levels is necessary in order to produce documents that will quickly move through the system. If the wrong document is prepared for the needed action, or the content, format or clearances are incorrect, they must be redone. This not only

wastes valuable time of the drafting and reviewing officers, but also slows down implementation. ARC will provide technical assistance in this area.

ARC will also continue to provide training and orientation for current and new staff on the R&D/H Project Financial Monitoring System (PFMS).

### ***Procedures and Reference Materials***

Guidance on preparing and processing budget and program documents is contained in agency handbooks, guidance manuals, notices and memoranda. Several sources must be consulted in order to find information on a specific document since one might cover the type of document needed, another the format/content of the document and several others on the procedures for processing or packaging it. In addition to the training mentioned above, staff will need easy to use readily available reference materials which are applicable to R&D/H. ARC will review Agency, Bureau and Office guidance documents and prepare a guidance and procedures manual tailored to R&D/H needs. The manual will include guidance and procedures on content, format, packaging and processing of program and budget documents. A supplement to the manual will be a Calendar of Program Events to help R&D/H staff understand the relationship among the various event and alert them to upcoming program actions related to the current as well as future fiscal years.

ARC will also prepare a manual covering responsibilities and procedures for maintenance of PFMS, generation of reports and transfer of data.

### ***Review of Information Systems***

Many management information systems are available which contain project and sub-project information. Some are agency-wide, while other are R&D Bureau or R&D/H specific. Information ranges from basic project level data to detailed expenditure data. Agency and Bureau systems are designed to cover a broad range of needs. ARC will review the various information systems and recommend the appropriate system to be used to meet a particular need for information. ARC will also review existing and proposed systems and advise R&D/H of their usefulness for and/or impact on R&D/H programs and staff.

### ***Project Financial Monitoring System***

The Project Financial Monitoring System (PFMS) was created in order to provide a readily responsive, flexible and user-friendly alternative to the project databases maintained by the Offices of Procurement and Financial Management. It is a management tool which enables Cognizant Technical Officers (CTO), division chiefs and senior staff within the Office of Health to access general and specialized project information on its portfolio. PFMS is made up of a series of divisional databases and a master aggregated database that tracks financial data of projects and sub-projects within the Office of Health. It assists Program Operations Assistants (POA), CTOs, Division Chiefs and senior staff in managing and reporting on the Office's portfolio.

PFMS collects data on contracts, cooperative agreements, Participating Agency Service Agreements (PASA), Resource Support Service Agreements (RSSA), and grants and all the financial mechanisms used to fund the Office of Health. Information contained within the system

includes authorized funding levels, durations, breakdowns of funding sources, approval data, evaluation data, cost estimates, obligations and expenditures. Each of the variables reflects vital information necessary to accurately reflect project and sub-project status. Input is provided by the POA, who synopsize funding documentation onto data-entry sheets. The data entry sheets are structured to reflect documentation tiers, *i.e.*, project level, contract level, obligation and expenditure levels. Reports are generated by division databases and by an aggregated database. These include project summary and baseline status reports; project and sub-project financial summaries, financial summaries by project, contractor and CTO; project and sub-project duration reports; obligation reports by country/office, by contractor, by CTO; core and buy-in obligations; buy-ins by country; expenditures by project and by agreement number (sub-projects); and pipeline data. Reports are now generated on an ad hoc basis as work continues on the clean up of old data. It is anticipated that once the CTO perceive this information as reliable, reports will be provided on virtually the same day as requested.

In addition to the above information, PFMS produces Status Reports for the Office of Health, which are used during the semi-annual portfolio reviews. These reviews are conducted at the division, office, and senior staff level, and focus on the current and anticipated financial and technical circumstance of every active contract in the Office of Health's portfolio. PFMS was not originally written to accommodate the information required for status reports, thus the original programming and fine-tuning of this report continues. Another problem centers around the changing requirements of the status reports themselves as new definitions and data criteria continue to be adopted and discarded, consequently requiring accommodating programming changes to the system. PFMS does not produce status reports easily, as

its focus tends more towards the “here and now” rather than an accrual or projection-oriented approach. In order to be responsive, programming of this report format had to be opened to allow manual adjustment of data not yet received from the Contracts and Financial Management Offices and input of accrued expenditures and pro forma pipelines. We anticipate that as status reports become more clearly defined for AID and appropriate programming changes are made, PFMS will be able to produce the reports without utilizing the override capability.

PFMS has undergone an extensive testing and evaluation process, and is at the stage in which it could be utilized in a routine manner by all R&D/H staff members. PFMS is currently fulfilling its original objectives, however, as with any database, maintaining timely and accurate data is crucial and time consumptive. Because much of the data has been deemed unreliable or out of date, criticism of PFMS has focused on the perception that PFMS has as yet very little to show for the number of people hours which have been devoted to its upkeep. In addition, there is a misconception that the system exists solely to produce status reports, as those critics are unfamiliar with its report generation capacity. It is envisioned that both criticisms will be addressed by this year's training and familiarization of Office of Health staff on the system's requirements and capabilities; and input from data-entry and report generation by POA and CTO.

After the latest series of changes and prior to the turning over of the source code from another contractor to ARC, it is expected that PFMS will need thorough testing and evaluation to determine whether further debugging of the existing database formats, reports and overall setup is warranted.

# ***Atlantic Resources Corporation***

## ***Activity Sheet***

**CODE NUMBER** 2-1

**TITLE OF ACTIVITY** *Training and Staff Development*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Betty Case*

**AUDIENCE** *R&D/H*

**BEGIN DATE** *3/92*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Conduct training classes and seminars on A.I.D.'s programs, budgeting, documentation and implementation procedures.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 2-2

**TITLE OF ACTIVITY** *Procedures and Reference Materials*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Betty Case*

**AUDIENCE** *R&D/H Staff*

**BEGIN DATE** *7/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Collect and review Agency, Bureau, Office guidance and procedure documents.  
Prepare manuals and reference guides tailored to R&D/H needs.*

# ***Atlantic Resources Corporation***

## ***Activity Sheet***

**CODE NUMBER** 2-3

**TITLE OF ACTIVITY** *Review of Information Systems*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Betty Case*

**AUDIENCE** *R&D/H Staff*

**BEGIN DATE** *1/91*

**COMPLETION DATE**

### **DESCRIPTION OF ACTIVITY**

*Review Agency, Bureau, Office information systems to assess their impact on and/or usefulness to R&D/H. Provides technical assistance on understanding and using reports and/or accessing data.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 2-4

**TITLE OF ACTIVITY** *Funding Trends*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Betty Case*

**AUDIENCE** *R&D/H*

**BEGIN DATE** *1/91*

**COMPLETION DATE**

### **DESCRIPTION OF ACTIVITY**

*Review historical and current reports, compile data in summary and detailed tabular and graphic form.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 2-5

**TITLE OF ACTIVITY** *A.I.D. Historical Budget Fact Sheets*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Lolita Jackmon*

**AUDIENCE** *A.I.D. Staff*

**BEGIN DATE** *8/1/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Graphic design and page layout of budget information for past years. To be used as a ready-reference sheet for A.I.D. Management.*

# ***Atlantic Resources Corporation***

## ***Activity Sheet***

**CODE NUMBER** 2-6

**TITLE OF ACTIVITY** *Project Financial Monitoring System*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Martha Paschal*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *10/01/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Coordination with program staff, Betty Case, Genease Pettigrew on updating of and printing from Project Financial Monitoring System.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 2-7

**TITLE OF ACTIVITY** *Program Meetings*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Martha Paschal*

**AUDIENCE** *A.I.D. Staff*

**BEGIN DATE** *09/14/90*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Setting of agendas, taking and distributing notes from Program Staff meetings, following up on activities discussed in meetings.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 2-8

**TITLE OF ACTIVITY** *Data Entry*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Martha Paschal*

**AUDIENCE** *A.I.D. Staff*

**BEGIN DATE** *10/31/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Receive and process data entry forms for PFMS; enter, change or delete information as requested; return acknowledged copies of forms.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 2-9

**TITLE OF ACTIVITY** *List of Projects*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Martha Paschal*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *1/6/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Maintaining an accurate list of current projects and sub-projects utilizing information obtained from PFMS and program staff. Published on a quarterly basis.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 2-10

**TITLE OF ACTIVITY** *Data Clean-up*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Martha Paschal*

**AUDIENCE** *A.I.D. Staff*

**BEGIN DATE** *10/31/90*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Reconciliation of data from documentation and CTO estimates with that contained in PFMS.*

# ***Atlantic Resources Corporation***

## ***Activity Sheet***

**CODE NUMBER** 2-11

**TITLE OF ACTIVITY** *Division-Level Status Reports*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Martha Paschal*

**AUDIENCE** *A.I.D. Staff*

**BEGIN DATE** *10/31/90*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Compilation of status reports from PFMS database, review of these numbers for logic and accuracy, assimilation of accrual data and pipeline data into status reports.*

# ***Atlantic Resources Corporation***

## ***Activity Sheet***

**CODE NUMBER** 2-12

**TITLE OF ACTIVITY** *Office-Level Status Reports*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Martha Paschal*

**AUDIENCE** *A.I.D. Staff*

**BEGIN DATE** *10/31/90*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Assimilation of requested changes and refinements to division-level status reports.*

# ***Atlantic Resources Corporation***

## ***Activity Sheet***

**CODE NUMBER** *2-13*

**TITLE OF ACTIVITY** *Senior-Level Status Reports*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Martha Paschal*

**AUDIENCE** *A.I.D. Staff*

**BEGIN DATE** *10/31/90*

**COMPLETION DATE** *9/13/92*

**DESCRIPTION OF ACTIVITY**

*Assimilation of requested changes and refinements to office-level status reports.*

# ***Atlantic Resources Corporation***

## ***Activity Sheet***

**CODE NUMBER**    *2-14*

**TITLE OF ACTIVITY**    *New Starts Report*

**ORIGIN OF ACTIVITY**    *R&D/H*

**ACTIVITY MANAGER**    *Martha Paschal*

**AUDIENCE**    *A.I.D., ARC Staff*

**BEGIN DATE**    *1/6/91*

**COMPLETION DATE**    *9/13/92*

**DESCRIPTION OF ACTIVITY**

*Creation and updating of a Program Office format on Microsoft Excel for use in tracking Office of Health new starts.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 2-15

**TITLE OF ACTIVITY** *New Starts Procurement Report*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Martha Paschal*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *09/14/90*

**COMPLETION DATE** *9/13/92*

**DESCRIPTION OF ACTIVITY**  
*Creation and updating of a tracking report for R&D/H new starts in Microsoft Excel.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 2-16

**TITLE OF ACTIVITY** *Project Financial Monitoring System Data Entry Forms*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Lolita Jackmon*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *8/1/91*

**COMPLETION DATE** *9/13/92*

**DESCRIPTION OF ACTIVITY**

*Page layout and design of sheets to streamline data entry into the PFMS database.*

## ***Information and Communications Publications and Reports***

In addition to the regular reports outlined within the Office of Health contract, (quarterly reports and an annual work plan) this section's activities begin with other publications that have either been assigned as yearly tasks (Office of Health Directory) or created within the past year (Office of Health newsletter, *Health Herald*). It also includes onetime events, such as a press kit for the International Consultation Conference on Acute Respiratory Infection (ICCARI) held last December that served to focus on A.I.D.'s strengths in that area. Within the next year we anticipate the need for at least one other press kit, either the National Council on International Health (NCIH) meeting June 15–17, 1992 or the American Public Health Association annual meeting November 8–11, 1992.

On a more routine basis, information is provided within the Office of Health in a number of ways. The weekly report represents the highlights of each Divisions activities for the past week and is edited and formatted before it is passed to the Bureau level. On a monthly basis these reports are also sent to Health, Population and Nutrition officers (HPN) in the field. The quarterly newsletter, the *Health Herald* was designed to keep HPN officers in the field apprised of Office of Health activities. The newsletter was suggested by A.I.D. field staff and serves as a means of staying current of R&D/H affairs.

Correspondence of a general nature is answered and returned with appropriate materials or references. Lastly, in an effort to order the

activities of the Office of Health, monthly calendars are issued which highlight upcoming events for regular meetings, programmatic deadlines or special conferences to be held.

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 3-1

**TITLE OF ACTIVITY** *Office of Health Directory*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Lolita Jackmon*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *7/1/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Updating and revising the previous years Directory to reflect the current project portfolio of R&D/H. Meet with the A.I.D. Printing Office to determine the specifications of the finished product. Coordinate the distribution of the Directories to USAID Missions, all R&D Staff, all Cooperating Agencies and Contractors, and telephone/mail requests. The next Directory will be published in November 1992.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 3-2

**TITLE OF ACTIVITY** *Health Herald Newsletter*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Lolita Jackmon*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *11/01/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Graphic design of masthead and page layout. Placement of articles written by R&D/H Staff. Editing and proofreading. Manage logistical details for printing. The newsletter is written quarterly.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 3-3

**TITLE OF ACTIVITY** *International Consultation Conference on ARI Press Kit*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Lolita Jackmon*

**AUDIENCE** *A.I.D. Staff*

**BEGIN DATE** *12/02/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Page layout and logo design. This packet was used for distribution to reporters at the International Consultation Conference on Acute Respiratory Illness. A consultant—Vicky Butler, gathered information, wrote articles, and attended conference.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 3-4

**TITLE OF ACTIVITY** *Weekly Report of R&D/H Activities*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Deborah Ashner*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE**

*9/13/92*

**COMPLETION DATE**

### **DESCRIPTION OF ACTIVITY**

*Compile stories from each division and put in designated format. Edit, produce & distribute report with R&D/H Staff. Once a month, sets of the previous month's Weekly are mailed to the Health, Population and Nutrition Officers in A.I.D. Missions to provide them with information updates.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 3-5

**TITLE OF ACTIVITY** *Information Acquisition and Distribution*

**ORIGIN OF ACTIVITY** *R&D/H/CD*

**ACTIVITY MANAGER** *Cathy Savino*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *9/14/90*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Journal subscriptions, inter—library loans, mailings, preparation of information packets and personnel costs.*

**Atlantic Resources Corporation**  
**Activity Sheet**

**CODE NUMBER** 3-6

**TITLE OF ACTIVITY** *Monthly Calendar for Assistant Administrator of A.I.D.*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Laura Hillier*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *2/01/91*

**COMPLETION DATE** *9/13/92*

**DESCRIPTION OF ACTIVITY**

*Prepare monthly report for the Administrator listing major meeting information (date, place, topic, attendees) of senior R&D/H personnel including technical, scientific advisory groups. Also note senior staff absences.*

# ***Atlantic Resources Corporation***

## ***Activity Sheet***

**CODE NUMBER** 3-7

**TITLE OF ACTIVITY** *Correspondence*

**ORIGIN OF ACTIVITY** *R&D/H/CD*

**ACTIVITY MANAGER** *Laura Hillier*

**AUDIENCE** *General*

**BEGIN DATE** *2/92*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Answer incoming requests for information about R&D/H's health program and respond to requests for financial assistance. Prepare R&D/H health information packets and keep inventory of R&D/H documents including the Child Survival and HIV/AIDS reports to Congress.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 3-8

**TITLE OF ACTIVITY** *Monthly Calendars*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Laura Hillier*

**AUDIENCE** *R&D/H Staff*

**BEGIN DATE** *12/15/90*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Maintain and update monthly program meeting and conference calendars to reflect R&D/H activities for internal staff.*

# Design of Projects and Programs

---

*The Contractor shall provide administrative, logistic, and technical support for the development of projects and programs.*

---

This section begins with project activities that define the management of the ARC office, addressing general categories of administration.

This contract shares space and personnel with another Office of Health contract, and coordination of effort is important. Weekly meetings between CTOs and the ARC project manager help to anticipate work requirements and also gives each CTO an idea of what assignments may require extra time and personnel. Equipment and other large purchases are discussed at these meetings to determine utility and payment.

In addition to the contract administration activities, this section speaks to the "design" of reporting formats that highlight the creation of clear, concise, spreadsheets developed to provide updated programmatic and financial information for the Office of Health. ARC uses AID-wide programmatic documents to identify specific financial information and then turns it into a form that meets Office of Health needs.

A sampling of these reporting forms would include : the Obligation Schedules for each division, now updated on a weekly basis, assists management in monitoring the amount of expenditures within R&D/H contracts, cooperative agreements, and grants. The Annual Budget Submission/Mortgage Tables (ABS) are used to monitor the level of

spending for each division for seven fiscal years. Operational Year Budget Transfers (OYB) monitors the amounts of money transferred between projects and/or divisions for the current fiscal year (and also includes carry-overs). Evaluation Schedules oversee past sub-project evaluation dates and costs as well as upcoming evaluations and projected costs. The TAACS Funding Report is updated periodically and is used to track funding for the TAACS program for the current fiscal year.

It is anticipated that these reports will be used throughout the year, with modifications made as the system dictates.

On the contract administration level, this year will see movement in the direction of having separate personnel wherever possible rather than shared staff. As the work load has become more defined, the value of keeping staff clearly distinct has been recognized. In addition, some growth is anticipated as the status of intermittent help is addressed.

# ***Atlantic Resources Corporation***

## ***Activity Sheet***

**CODE NUMBER** 4-1

**TITLE OF ACTIVITY** *Core Contract Activities Development*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Cathy Savino*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *9/14/90*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Support the development of concept papers, activity sheets, activity implementation plans to be implemented under the ARC contract.*

# ***Atlantic Resources Corporation***

## ***Activity Sheet***

**CODE NUMBER** 4-2

**TITLE OF ACTIVITY** *General Administration/Office Management*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Cathy Savino*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *9/14/90*

**COMPLETION DATE** *9/13/92*

**DESCRIPTION OF ACTIVITY**

*Maintain staff, equipment and facilities of the ARC Project.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 4-3

**TITLE OF ACTIVITY** *General Technical Services and Preplanning*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Cathy Savino*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *9/14/90*

**COMPLETION DATE** *9/13/92*

**DESCRIPTION OF ACTIVITY**

*Provide Technical Services not linked to specific activities.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 4-4

**TITLE OF ACTIVITY** *Liaison with R&D/Including Project Reporting*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Cathy Savino*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *9/14/90*

**COMPLETION DATE** *9/13/92*

**DESCRIPTION OF ACTIVITY**

*Liaison with A.I.D. Staff and preparation of required contract reports.*

# ***Atlantic Resources Corporation***

## ***Activity Sheet***

**CODE NUMBER** 4-5

**TITLE OF ACTIVITY** *Computer Systems Maintenance*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Kurt Kladvko*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *9/14/90*

**COMPLETION DATE** *9/13/92*

**DESCRIPTION OF ACTIVITY**

*Maintenance of computer hardware, software and databases.*

# ***Atlantic Resources Corporation***

## ***Activity Sheet***

**CODE NUMBER** 4-6

**TITLE OF ACTIVITY** *TAACS Funds Report*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Lolita Jackmon*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE**

*9/13/92*

**COMPLETION DATE**

**DESCRIPTION OF ACTIVITY**

*Design and maintenance of a spreadsheet to monitor expenditure of funds for the Technical Advisors in AIDS and Child Survival (TAACS) program.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 4-7

**TITLE OF ACTIVITY** *Obligation Schedules and Summary*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Lolita Jackmon*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *6/1/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Design of spreadsheet to track R&D/H fiscal year funds as they are requested by PIO/T from R&D/PO to Financial Management to the Office of Procurement. Updated weekly based on information from Program Office Reports (Implementation Plan, CIMMS).*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 4-8

**TITLE OF ACTIVITY** *Evaluation Schedules*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Lolita Jackmon*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *6/1/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Design and updating of spreadsheet to monitor the logistics of project evaluations.  
Update based on information from each division and PFMS.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 4-9

**TITLE OF ACTIVITY** *Congressional Notification Report*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Lolita Jackmon*

**AUDIENCE** *A.I.D. Staff*

**BEGIN DATE**

*9/13/92*

**COMPLETION DATE**

**DESCRIPTION OF ACTIVITY**

*Design and maintenance of a spreadsheet to monitor projects requiring Technical Notification prior to notifying congress.*

# ***Atlantic Resources Corporation***

## ***Activity Sheet***

**CODE NUMBER** 4-10

**TITLE OF ACTIVITY** *Annual Budget Submission*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Lolita Jackmon*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *6/1/91*

**COMPLETION DATE** *9/13/92*

**DESCRIPTION OF ACTIVITY**

*Design and maintenance of a spreadsheet used to monitor the fiscal year obligations from FY 90 to FY 95.*

# **Atlantic Resources Corporation**

## **Activity Sheet**

**CODE NUMBER** 4-11

**TITLE OF ACTIVITY** *Section 517 Funds for Fiscal Year 1991 Report*

**ORIGIN OF ACTIVITY** *R&D/H*

**ACTIVITY MANAGER** *Lolita Jackmon*

**AUDIENCE** *A.I.D., ARC Staff*

**BEGIN DATE** *12/15/91*

**COMPLETION DATE** *9/13/92*

### **DESCRIPTION OF ACTIVITY**

*Creation and maintenance of a spreadsheet to monitor project funds for those projects that received Section 517 Funds in FY 91.*

## Consultants

---

*The Contractor shall generate studies and reports on selected health topics which are needed to run the health program effectively and efficiently. The Contractor shall identify and hire experts/consultants to complete these reports.*

---

Consultants, also referred to as short term technical specialists, have been employed in a variety of circumstances for this contract. Their specific scopes of work have ranged from computer database expertise to child survival and prosthetics skills. There is also a consultant familiar with Agency budget and accounting systems, organizational structure, and health related program funding who is employed to provide technical assistance to AID Program Operation Assistants (POA). This next year there will be in-depth training classes for the POAs. For the most part, consultants have been hired for short term evaluations or assessments.

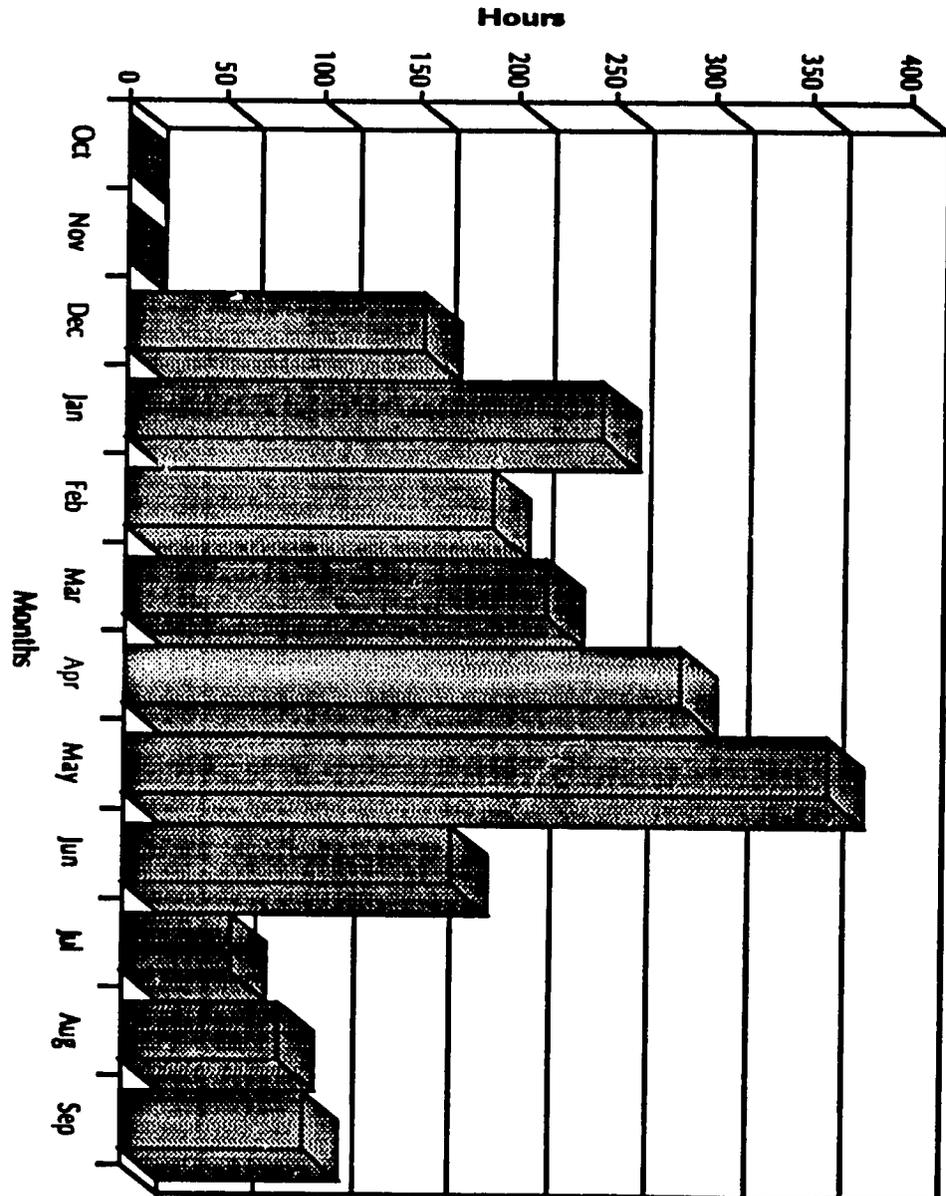
Guidelines used for the hiring of consultants follow AID rules and regulations. Given a specific scope of work from the CTO, ARC identifies a suitable candidate. Based on information drawn from the AID biographical data sheet and a current curriculum vitae, a contract is drawn up that outlines the rules governing the consultant's work.

Projects have included:

- an assessment of Ethiopia's potential for vocational rehabilitation projects;
- the development of a project paper on Emerging Health Issues for a possible AID project;

- an assessment of Demographic Health Surveys;
- a press kit on acute respiratory illnesses; and
- an evaluation of a Vietnamese prosthetics program.

The following chart illustrates the level of effort used by consultants.



## ***Support Staff Assistance***

---

***As directed by the S&T/H Technical Officer, the Contractor shall make available, from time to time and on a short term basis, one or more of the technical specialists providing service under this contract to be physically located in the S&T/H Technical Office space.***

---

The contract contains the above passage that has been interpreted to include administrative assistants. Since the end of September 1991, when the Office of Health was faced with the loss of all its direct hire secretaries, ARC has provided the mechanism to fulfill their administrative requirements. This mechanism was chosen since there was precedent to use contract help (see Department of State Notice dated November 8, 1991) and because the ARC contract was already providing some of this assistance albeit in its own space. When analyzing the particular tasks involved in this effort, it was determined that list of duties required by the Office of Health were generic (faxing, filing, typing etc) rather than AID direct-hire specific. With the advent of individual computers, voice mail and an office were personnel was all located on the same floor, the need for individual secretaries was lessened.

In preparing for a definitive answer, steps were taken to establish procedures and guidelines for the ARC/AID staff. Specifically, a routing slip that details requests was designed and the placement of *urgent* and *routine* drop off points facilitated the assignment of work. Supervision is provided by ARC. Security clearances are requested on each employee with frequent follow-up on their status . A procedure manual was initiated which so far addresses issues related to cables,

procuring supplies, distributing the mail, tracking guests and AID staff on TDY and handling maintenance and repair requests. Additional procedures will be written as needed.

The Office of Health contacted all appropriate offices for guidance and was assured that a policy decision on this very issue was close to being resolved. A decision on its resolution is anxiously awaited.

## Budget Information & Contract Issues

The following tables provide information about both the level of effort (staff utilization) and financial status for year one of the contract.

<b>Staff Utilization — Year One</b>			
<b>Office of Health</b>	<b>DPE-5929-C-00-0049-00</b>		
<b>Category</b>	<b>Hours Budgeted 9/90-9/91</b>	<b>Hours Used to Date</b>	<b>Percentage</b>
Project Director	704	993.50	147%
Asst. Project Director	440	544.00	106%
Project Assistants	1,056	228.20	230%
MIS Specialist	132	707.50	564%
Writer/Researcher	1,672	789.25	41%
Facilities Coordinator	44	73.25	142%
Typists (on-site)	1,056	4,344.50	118%
Consultant (short-term)	<u>3,344</u>	<u>1566.91</u>	<u>47%</u>
<b>Total</b>	<b>8,448</b>	<b>9,247.11</b>	<b>109%</b>
<b>Total Person Months</b>	<b>48</b>	<b>52.54</b>	<b>109%</b>

## Financial Status — Year One

Office of Health		DPE-5929-C-00-0049-00		
Category	Total Budget	Billed to Date	Percentage Billed	Total Remaining
Direct Labor	214,083	156,469	73%	57,614
Overhead	148,992	92,971	62%	56,021
Other	393,999	165,283	42%	228,716
<i>Consultants</i>	171,476	46,307	27%	125,169
<i>Travel</i>	40,616	3,465	9%	37,151
<i>Equipment</i>	34,500	34,331	100%	169
<i>Office Rental</i>	88,267	46,725	53%	41,542
<i>Other Direct*</i>	59,140	34,455	42%	24,685
Subtotal	<u>757,074</u>	<u>414,723</u>	55%	<u>342,351</u>
G&A	113,561	62,208	55%	51,353
Fee	<u>48,102</u>	<u>25,222</u>	52%	<u>22,880</u>
<b>Grand Total</b>	<b>\$918,737</b>	<b>\$502,153</b>	<b>55%</b>	<b>\$416,584</b>

**\*Other Direct billed to date:**

<i>Delivery</i>	780.50
<i>Equip. Rental</i>	238.10
<i>Insurance</i>	469.63
<i>Local travel</i>	459.19
<i>Maint./Repair</i>	7,275.78
<i>Photocopies</i>	781.37
<i>Postage</i>	293.79
<i>Recruiting</i>	355.56
<i>Supplies</i>	18,941.40
<u><i>Telephone</i></u>	<u>4,859.44</u>
<b>Total</b>	<b>34,454.76</b>

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